



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

Date: January, 2009

To: Public Library System Directors and Coordinators

From: John DeBacher, Consultant
Public Library Administration
Division for Libraries, Technology, and Community Learning

Subject: 2008 Public Library System Annual Report

Here are links for the [2008 Public Library System Annual Report](#) and [Plan Evaluation and Certification of Compliance](#) forms. These are fillable Word documents with no space constraints for narrative sections. As part of this report, systems must provide assurances of current compliance with state statutes. The system evaluation of your 2008 plan is also due with this report. As part of the evaluation, systems are asked to indicate 2008 compliance and those services provided to members in 2008. The Web-based electronic filing version of this form has been discontinued. After completing the attached form, please file two signed copies with the Division (also, please email the complete (but unsigned) report back to me at john.debacher@dpi.wi.gov). Your signed annual report is due March 2, 2009.

Two changes have been made to this year's report. These changes include the following:

- The new public library system membership requirements beginning in 2008 have been added to Section VII, System Membership. These are Wis. Statute 43.15(4)(c)7, minimum hours open, and 43.15(4)(c)8, the minimum expenditure amount for library materials.
- The total annual wages paid for other paid staff classifications (those not holding the title of librarian) is requested. (See Section IV. System Staff, line 1b, Other paid staff). Systems with 10 or fewer employees must complete this section. Systems with more than 10 employees should provide the requested information for as many position classifications as space allows beginning with those classifications with the most hours worked in a week. Systems with more than 10 employees must also provide the full-time equivalent for all "Other paid staff" on line 2b below. This includes all other employees paid from the system's budget, including plant operation, maintenance and security personnel.

Instructions for new and changed items are provided.

The national FY2008 Public Libraries Survey requests that states collect data on the availability of e-books, downloadable audio books, and databases in local public libraries. For databases, the counts DPI furnishes to FSCS for each library include the databases provided by the state through BadgerLink, those provided by the public library systems for their member libraries, and those provided by the libraries themselves. To avoid duplications in the count, the Division is asking public libraries to report the number of databases accessible at the library EXCLUSIVE OF those available through BadgerLink and those made available by the library system. Accordingly, systems are asked to report the number of databases they provided to their member libraries.

National data collection also requests the number of registered users at each library, and that information is included with other library data reported. The definition of “registered borrower” is:

A registered borrower is a library user who has applied for and received an identification number or card from the public library that establishes the conditions under which the user may borrow materials and gain access to other library resources. Do not report this figure unless the library has purged its files at least once within the last three years.

To ensure that the Division has the latest signed versions of system contracts and agreements, systems are asked to enclose current contracts with the annual report. *If there has been no change from contracts previously filed, or if revised contracts were filed with the 2008 Annual Plan, systems may state that previously submitted contracts remain in effect.*

The following system contracts, agreements, and reports must be on file with the Division:

1. Current public library membership agreements. These should include interlibrary loan and same-service provisions.
2. Current county membership agreements and county plans.
3. Current service agreements with other public library systems.
4. Current agreements with other types of libraries or multitype library organizations.
5. Resource library agreements.
6. If a public library in a given public library system refuses to honor the valid borrower’s cards from an adjacent public library system, annual meetings must be held between representatives of the affected public library systems. The affected library systems must provide the Division with written minutes of these meetings. (See *Wisconsin Statutes* s.43.17(11)(e).) If this statute applies to your system and you have not filed meeting minutes, please include them with this report.
7. *Wisconsin Statutes* s.43.11 requires that counties have a plan for library service for county residents without a public library. This plan must provide for access to all system public libraries and for reimbursement for that access. Systems must certify that all member counties are in compliance with s.43.11 as required by s.43.15(4)(b)1. The latest revision of each member county’s plan should be on file with the Division.

Systems are reminded that if they receive funds from or pay funds to public libraries or other systems they must include a listing of these transactions by library or system. This includes the activities of shared automation systems and delivery services. Member library annual reports must agree with this system report.

cc: Mike Cross, Director
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